

# After Action Review

## Background

<b>Project/event reviewed</b>	
<b>Date of review</b>	
<b>Participants</b>	
<b>Contents</b>	<ul style="list-style-type: none"> <li>• Review of objectives</li> <li>• What worked well and why?</li> <li>• What didn't work so well?</li> <li>• Recommendations</li> </ul>

## Review of objectives

What did the project/event set out to do and were these objectives achieved?

<b>Objective(s)</b>	<b>Status/Outcome(s)</b>

## What worked well and why?

What were the successful steps taken towards achieving your objectives?

What went well?	Why did this work well?

## What didn't work so well?

What could have been done better?

Areas for improvement	Impact of these areas

## Recommendations

What can we do differently in similar situations in the future to ensure success?

Recommendation(s)